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Bulletin Number	41297BR
Type of Recruitment	Interdepartmental Promotional Opportunity
Department	Treasurer and Tax Collector
Position Title	ACCOUNTING OFFICER III
Additional Title	ON-LINE FILING ONLY
Exam Number	B0658G
Filing Type	Standard
Filing Start Date	08/06/2014
Filing End Date	08/21/2014
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	6259.91
Salary Maximum	8209.73
Benefits Information	Non-Represented Employees • Cafeteria Benefit Plan • Defined Contribution Retirement Plan • Deferred Compensation & Thrift Plan • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules
Position/Program Information	Performs professional accounting work and directs a moderate sized staff (20 or more) in the operation of a complex accounting program and in the work of a large group of related activities of a department.
Essential Job Functions	<p>Plans, assigns, directs, and evaluates the work of the accounting staff and accounting service activities of the Department.</p> <p>Advises and consults with management concerning the accounting and financial implications of existing and projected legislative and regulatory changes and departmental activities.</p> <p>Supervises or personally conducts cost, revenue, and accounting systems and procedures studies; writes reports of findings; and secures approval for implementation of recommendations from departmental administration and the Auditor-Controller (A-C).</p> <p>Analyzes and interprets accounting provisions of laws and regulations and recommends steps for their implementation.</p> <p>Administers and oversees revenue producing agreements and activities; writes the statement of work (SOW), reviews the Memorandum of Understanding (MOU), Request for Information (RFI), and Request for Proposal (RFP) of new contracts.</p> <p>Coordinates the work of subordinate accounting staff and other activities with the work of other divisions, departments, and clientele.</p> <p>Recommends modification of divisional policies and procedures and supervises the implementation of approved changes.</p> <p>Oversees the work of a section of the Internal Controls</p>

Branch. Represents the Department in various Countywide initiatives, including eCAPS, eCommerce, eTAX, etc.

Advises and consults with the Systems Branch staff regarding the development of new and/or improved financial accounting systems to facilitate the processing and reporting of collections, holding and suspense accounts, disbursements, and cash transfers.

Analyzes and interprets new and current legislation, federal and state statutes and regulations, County Code, Departmental policy, and/or County Fiscal Manual, and works closely with the A-C, County Counsel and departments/agencies of interest for clarification.

Oversees the various delinquent debt and tax collection programs, and completes the relevant Internal Control Certification Program (ICCP) questionnaires.

Maintains responsibility for Division escheatment process for unclaimed funds.

Responds to internal and external auditor inquiries regarding delinquent debt and property tax related issues, including statutorily required quarterly reviews and annual property tax audits.

Confers with the A-C General Accounting Division management to discuss and resolve problems related to financial accounting.

Confers with other Divisions in TTC to resolve problems in connection with deposits and applications of delinquent debt and Unsecured property tax collections.

Requirements

SELECTION REQUIREMENTS:

Completion of twenty-one (21) units of accounting including at least two (2) courses in advanced subjects such as cost accounting, governmental accounting, or auditing in an accredited* college - AND - three (3) years responsible professional accounting or auditing experience at the level of Accounting Officer I** or higher, including one year of which must have been in a supervisory capacity.

Physical Class

Physical Class II - Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**License(s)
Required**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**Desirable
Qualifications**

Bachelor's Degree in Accounting, Business, or Finance from an accredited college or university.

Five or more years of experience performing the full scope of managing/supervising a moderate size staff (20 or more employees).

Knowledge of federal and state tax laws and regulation.

Proficient in computer software applications needed to conduct business, such as Microsoft Office Suite and other accounting industry software programs.

Excellent written and oral communication.

**Special
Requirement**

** Experience at the level of Los Angeles County's class of Accounting Officer I performs professional accounting work and directs a small staff

Information	<p>(five or more) engaged in the operation of an accounting system of moderate scale or complexity and in the work of a small group of related activities of a department.</p> <p>In order to receive credit for the accounting education, or a Bachelor's Degree, or any type of Master's Degree, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization; or official certificates with your application or during the exam process.</p> <p>No application will be accepted without a legible copy of the official transcripts from an accredited college or university. Proof of completion of the required Accounting coursework, as stated in the Selection Requirements, must be submitted at the time of filing or during the exam process.</p>
Accreditation Information	<p>*Accreditation: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as <u>American Universities and Colleges</u> and <u>International Handbook of Universities</u> are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by <u>The National Association of Credential Evaluation Services</u> or the Association of International Credential Evaluators, Inc. (AICE).</p>
Examination Content	<p>This examination will consist of two (2) parts:</p> <p><u>Part I:</u> An interview covering training, supervisory and accounting experience, and general ability to perform the duties of the position weighted 50%.</p> <p>Candidates must achieve a passing score of 70% or higher on the interview in order to move forward to Part II of the examination.</p> <p><u>Part II:</u> An appraisal of promotability (AP) covering management and leadership, analytical and decision making, job preparation and accounting knowledge, oral and written communication, interpersonal and public relations, and computer technology weighted 50%.</p> <p>Candidates must achieve a minimum passing score of 70% or higher on the AP in order to be placed on the eligible list.</p>
Special Information	<p>BACKGROUND CHECKS: Successful applicants will be required to complete a thorough background investigation, including a Live Scan fingerprint search prior to appointment. Examples of disqualifying factors are any felony convictions or misdemeanor convictions involving moral turpitude and any job-related misdemeanor convictions.</p>
Vacancy Information	<p>The resulting eligible list will be used to fill vacancies in the Internal Controls Branch of the Department of Treasurer and Tax Collector located at 500 West Temple Street, Los Angeles, CA 90012.</p>
Eligibility Information	<p>The names of candidates receiving a passing score in the examination will be placed on the eligible list in the order of their score groups for a period of twelve (12) months following the date of promulgation.</p>
Available Shift	<p>Any</p>
Job Opportunity Information	<p>Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements. Applicants must indicate their department name on the employment application.</p> <p>NO OUT OF CLASS EXPERIENCE WILL BE ACCEPTED. Only the experience gained while holding the payroll title of Accounting Officer I, its equivalent, or a higher payroll title will be considered qualifying experience.</p>

**Application and
Filing
Information**

Withhold Information: Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing.

Online Filing Only :

All applicants are required to submit a Standard County of Los Angeles Employment Application ONLINE only. Applications will not be accepted by mail, fax, or in person. Applicants may upload required or additional documents (i.e. copy of degree, certification, resume, etc.) as attachment (s) at the time of filing or during the examination filing process.

All information is subject to verification. We may reject your application at any time during the employment process.

The acceptance of your application depends on whether you clearly show that you meet the Selection Requirements. Please fill out the application completely and correctly so that you will receive full credit for related education and experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, and dates completed. For each job held, give the name and address of your employer, your job title, beginning and ending dates, the number of hours worked per week, description of work performed, your role, level of involvement, independence, size of organization, complexity, and level of accountability surrounding your experience, and salary earned.

Failure to provide the complete information may impact assessment of your qualifications and acceptance into the examination process.

Applicants must submit their application by 5:00 PM, PST, on the last day of filing. Applications electronically received after 5:00 p.m. (PST) on the last date of filing will not be accepted.

Note: If you are unable to attach required documents, you may fax them to (213) 217-4931, during the exam process. Please include your name, exam number and title.

Social Security Number:

All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e., 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

Computer and internet access at Public Libraries:

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at local public libraries throughout Los Angeles County.

No sharing of user Id and password:

All applicants must file their application online using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's official application record.

**County of Los
Angeles
Information**

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name	Stephanie Mahdessian
Department Contact Phone	(213) 893-0054
Department Contact Email	ttchr@ttc.lacounty.gov
ADA Coordinator Phone	(213) 974-2178
California Relay Services Phone	(800) 325-0778
Job Field	Finance and Accounting
Job Type	Professional

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